

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 51-801

16 JUNE 2011

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Law

**TRAINING OF AIR RESERVE COMPONENT
JUDGE ADVOCATES AND PARALEGALS**

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This instruction implements AFD 51-8, Assignment, Training, and Management of The Judge Advocate General's Corps Reserve (TJAGCR). It applies to members of the US Air Force Reserve and the Air National Guard, as well as to individuals applying for assignment to TJAGCR. It prescribes training and continuing legal education requirements and responsibilities for members of TJAGCR, including Air National Guard (ANG), US Air Force Reserve (USAFR) unit and individual mobilization augmentee (IMA) judge advocates and paralegals. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Authority to collect and maintain records prescribed is 10 U.S.C. § 8013. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice is F051 AFRES A, Reserve Judge Advocate Training Report, located at <http://privacy.defense.gov/notices/usaf/F051AFRESA.shtml>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS), located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

SUMMARY OF CHANGES

This interim change revises AFI 51-801 by (1) changing the terms of the former Reserve Orientation Course and ANG Law Office Course. (2) Adding exceptions for in-resident course requirements for ARC instructors at the Air Force Judge Advocate General's School (AFJAGS). (3) Adding exceptions to certain training requirements for technicians. (4) Changed waiver authority for paralegal training requirements. (5) Changed training guidelines for the use of the Air Form 1989. An (*) indicates newly revised material.

Section A—Authority.

1. Authority. 10 U.S.C. §§ 806, 8037; Department of the Air Force General Order No. 49, 13 July 1949; AFD 51-8.

Section B—Education and Training: Requirements and Goals.

2. Mandatory Education and Training. Members of TJAGCR will be prepared, upon mobilization and when otherwise required to support Air Force missions, to function as judge advocates or paralegals in a wide variety of positions with a minimum of additional training. To meet this requirement, The Judge Advocate General (TJAG) establishes training requirements including those described in this section.

2.1. Mandatory Judge Advocate Education.

2.1.1. Judge Advocate Staff Officer Course. Unless one of the exceptions in paragraph 2.1.1.1 applies, TJAGCR judge advocates must complete the Judge Advocate Staff Officer Course (JASOC) at the Air Force Judge Advocate General's School within one year after accession to TJAGCR.

2.1.1.1. TJAGCR judge advocates are not required to attend JASOC if they meet either of the following conditions:

2.1.1.1.1. They have attended JASOC previously, as part of their accession to service as active duty Air Force judge advocates.

2.1.1.1.2. They served on extended active duty as judge advocates in another US armed service and completed that armed service's equivalent of JASOC, in residence.

2.1.2. **Individual Reserve Orientation Course (IROC)/Air National Guard/Category A Reserve Orientation Course (AROC).** The Office of the Staff Judge Advocate, Headquarters Air Force Reserve Command (HQ AFRC/JA), plans, hosts, and conducts the IROC. AFRC/JA and the ANG Assistant to TJAG together, plan, host, and conduct the AROC.

2.1.2.1. USAFR IMA judge advocates are encouraged to attend the first available session of the IROC after their accession to TJAGCR, but must attend not later than 18 months after accession. (T-1)

2.1.2.2. ANG and USAFR unit judge advocates are encouraged to attend the first available session of the AROC after accession to TJAGCR, but must attend not later than 18 months after accession. (T-1)

2.1.3. Annual Survey of the Law. The Air Force Judge Advocate General's School develops and conducts the Annual Survey of the Law as a formal course to provide refresher training to all TJAGCR judge advocates and paralegals. HQ AFRC/JA provides management and logistical support to the Annual Survey of the Law.

2.1.3.1. TJAGCR judge advocates must attend the Annual Survey of the Law every two years.

2.1.4. In-Residence Courses at the Air Force Judge Advocate General's School. In accordance with procedures developed by AF/JAR, TJAGCR judge advocates, except as provided in paragraph 2.2.4, must attend an approved in-residence course at the Air Force Judge Advocate General's School or approved sister-service school equivalent at least once every six years. (T-1) [EXCEPTION: Judge advocates who are assigned as instructors at The Judge Advocate General's School are exempt from this requirement, provided they serve as course director for at least one approved course at The Judge Advocate General's School at least once every six years.]

2.1.5. Waiver of Educational Requirements. TJAG or designee may waive any of the requirements in paragraphs 2.1.1 through 2.1.4, in whole or in part.

2.1.6. Failure to Comply. TJAGCR judge advocates who fail to comply with the educational requirements set forth in this section are subject to withdrawal of their designation as judge advocates or other administrative action.

2.2. Mandatory Judge Advocate Training. TJAGCR judge advocates need timely refresher training, to best equip them to serve their units and to fully prepare them for mobilization and active duty service. Current experience in installation-level operations is critical to the success of the JA mission. To that end, TJAGCR judge advocates are subject to certain additional training requirements.

2.2.1. Quadrennial Installation-level Training for TJAGCR IMA Judge Advocates Assigned to Non-Installation-Level Offices. TJAGCR IMA judge advocates who are assigned, attached, or detailed for training to offices other than installation-level active duty legal offices must perform a minimum of two consecutive weeks of training at an installation-level active duty Air Force legal office at least once every four years. (T-1)

2.2.2. Quadrennial Active Duty Legal Office Training for ANG and USAFR Unit Judge Advocates. TJAGCR judge advocates assigned in the ANG or at USAFR units must perform a minimum of two consecutive weeks of training at an active duty Air Force legal office at least once every four years.

2.2.3. Assignment of Quadrennial Training. To ensure both that judge advocates receive appropriate training and that the needs of the active duty Air Force are best served, TJAGCR's Home Station Support Coordinator assigns the quadrennial training set forth in paragraphs 2.2.1 and 2.2.2 for all TJAGCR judge advocates. TJAGCR judge advocates may not arrange quadrennial training on their own, but instead must work through the Home Station Support Coordinator. Judge advocates who attempt to arrange training on their own may not receive credit for completion of the quadrennial training requirements.

2.2.4. Exemption from Training Requirements. TJAGCR judge advocates who occupy the following positions are exempt from the training requirements set forth in paragraphs 2.2.1 and 2.2.2. AF/JAR may exempt additional TJAGCR duty positions from these training requirements, with the concurrence of the Mobilization Assistant to TJAG or the ANG Assistant to TJAG, as appropriate.

2.2.4.1. Judge advocates assigned to general officer billets.

2.2.4.2. Judge advocates serving in Active Guard and Reserve program (AGR) or technician positions.

2.2.4.3. Judge advocates assigned or attached to perform duties as trial or appellate military judges.

2.2.4.4. Judge advocates who are assigned as ANG Assistants, as Numbered Air Force SJAs, or as MAJCOM or Numbered Air Force Senior IMAs.

2.2.4.5. **(DELETED)**

2.2.5. Waiver of Training Requirements. AF/JAR may grant temporary waivers or deferrals of the training requirements set forth in paragraphs 2.2.1 and 2.2.2, in coordination with the Mobilization Assistant to TJAG or the ANG Assistant to TJAG, as appropriate.

2.2.6. Failure to Comply. Judge advocates who fail to comply with the training requirements set forth in this section are subject to withdrawal of their designation as judge advocates and removal from TJAGCR.

2.3. **Mandatory Paralegal Education.**

2.3.1. Paralegal Apprentice Course. Unless one of the exceptions in paragraph 2.3.1.1 applies, paralegals must complete the Paralegal Apprentice Course at the Air Force Judge Advocate General's School within one year of accession to TJAGCR.

2.3.1.1. TJAGCR paralegals are not required to attend the Paralegal Apprentice Course if they meet either of the following conditions:

2.3.1.1.1. They have attended the Paralegal Apprentice Course previously, as part of their accession to service as active duty Air Force paralegals.

2.3.1.1.2. They served on extended active duty as paralegals in another US armed service and completed that armed service's equivalent of the Paralegal Apprentice Course, in residence. [NOTE: Application of this exception to the Paralegal Apprentice Course attendance requirement is subject to the approval, in each individual case, by the Senior Paralegal Manager to TJAG, as the Air Force Paralegal Career Field Manager.]

2.3.2. Annual Survey of the Law. The Air Force Judge Advocate General's School develops and conducts the Annual Survey of the Law as a formal course to provide refresher training to all TJAGCR judge advocates and paralegals. HQ AFRC/JA provides management and logistical support to the Annual Survey of the Law.

2.3.2.1. TJAGCR paralegals must attend the Annual Survey of the Law every two years, starting two years after their accession to TJAGCR, or two years after their first attendance at the Reserve Forces Paralegal Course (see paragraph 2.3.3), whichever occurs sooner.

2.3.3. In-Residence Courses at The Judge Advocate General's School. TJAGCR paralegals who are in the grade of E-6 or lower, or who have AFSC skill levels of 5 or lower, must attend the Reserve Forces Paralegal Course at least once every four years.

2.3.4. Waiver of Educational Requirements. The Senior Paralegal Manager to TJAG, as the Air Force Paralegal Career Field Manager, may waive or defer any of the requirements in paragraph 2.3.1 through 2.3.3, in whole or in part.

2.3.4.1. (DELETED)

2.3.4.2. (DELETED)

2.3.4.3. Failure to Comply. Paralegals who fail to comply with the educational requirements set forth in this section are subject to removal from TJAGCR. Supervisors will initiate removal proceedings against paralegals who fail to comply with these educational requirements. TJAG, or TJAG's designee, may grant relief from removal.

2.4. Mandatory Paralegal Training. TJAGCR paralegals need timely refresher training, to best equip them to serve their units and to fully prepare them for mobilization and active duty service. Current experience in installation-level operations is critical to the success of the JA mission. To that end, TJAGCR paralegals are subject to certain additional training requirements.

2.4.1. Quadrennial Installation-level Training for TJAGCR IMA Paralegals Assigned to Non-Installation-Level Offices. TJAGCR IMA paralegals who are assigned or attached for training to offices other than installation-level legal offices must perform at least two consecutive weeks of training at an installation-level active duty Air Force legal office at least once every four years.

2.4.2. Quadrennial Active Duty Legal Office Training for ANG and USAFR Unit Paralegals. TJAGCR paralegals assigned in the ANG or at USAFR units must perform at least two consecutive weeks of training at an installation-level active duty Air Force legal office at least once every four years.

2.4.3. Assignment of Quadrennial Training. To ensure both that paralegals receive appropriate training and that the needs of the active duty Air Force are best served, TJAGCR's Home Station Support Coordinator assigns the quadrennial training set forth in paragraphs 2.4.1 and 2.4.2 for all TJAGCR paralegals. TJAGCR paralegals may not arrange quadrennial training on their own, but instead must work through the Home Station Support Coordinator. Paralegals who attempt to arrange training on their own may not receive credit for completion of the quadrennial training requirements.

2.4.4. Exemption from Training Requirements. TJAGCR paralegals assigned or attached to perform duties as USAFR senior IMA paralegal managers or as ANG senior paralegal managers, or who are assigned to AGR positions, are exempt from the training requirements set forth in paragraphs 2.4.1 and 2.4.2. The Senior Paralegal Manager to TJAG, as the Air Force Paralegal Career Field Manager, may exempt additional TJAGCR duty positions from these training requirements.

2.4.5. Waiver of Training Requirements. The Senior Paralegal Manager to TJAG, as the Air Force Paralegal Career Field Manager, may grant temporary waivers or deferrals of the training requirements set forth in paragraphs 2.4.1 and 2.4.2. (T-1)

2.4.6. Failure to Comply. Paralegals who fail to comply with the training requirements set forth in this section are subject to removal from TJAGCR. Supervisors will initiate

removal proceedings against paralegals who fail to comply with these training requirements. TJAG, or TJAG's designee, may grant relief from removal.

3. Recommended Education and Training.

3.1. In addition to the required education and training set forth in paragraph 2, TJAGCR judge advocates and paralegals are encouraged to avail themselves of legal and professional military education and training. Such education and training enables TJAGCR members to upgrade their skills, to become and remain current on areas of Air Force-wide and Department of Defense-wide interest, and to broaden the knowledge base of TJAGCR as a whole. Supervisors should strive to foster an environment in which continuing education and training of TJAGCR members is encouraged, utilized, and appropriately recognized.

3.2. Local Seminars. Legal offices, or groups of legal offices in close geographical proximity, are encouraged to include TJAGCR judge advocates and paralegals in seminars or training conducted for their active duty counterparts. These seminars can provide continuing legal education, address issues of local interest, or instruct on emerging or recurring matters in the performance of judge advocate and paralegal duties.

3.3. Mobilization Exercises. Legal offices are encouraged to invite all local TJAGCR members, including those attached or assigned to other offices, to attend and participate in local mobilization exercises, as appropriate.

Section C—Scheduling, Conducting, and Tracking Training of TJAGCR Members.

4. Scheduling Training.

4.1. TJAGCR judge advocates and paralegals coordinate the scheduling of all training with their Staff Judge Advocate (SJA) or equivalent, or with the SJA's designated training supervisor (see paragraph 13.2).

4.2. Training schedules will be consistent with the needs of the legal office and the availability of TJAGCR judge advocates and paralegals, and will comply with the guidance contained in AFI 36-2254, Volume 2, Reserve Personnel Training, as applicable. To maximize efficiency and involvement in more extensive projects, TJAGCR judge advocates and paralegals are strongly encouraged to perform inactive duty training (IDT) during groups of multiple days whenever possible.

4.3. Consistent with Air Force guidance, SJAs or designated training supervisors may develop (and are encouraged to develop, where they deem appropriate) alternative training schedule formats, such as weekend, evening, and telecommuting programs, to accomplish the missions of their offices and to satisfy training requirements.

4.4. TJAGCR judge advocates and paralegals perform IDT and annual training (AT) for their office of assignment or attachment, except as otherwise provided in paragraphs 2.2 and 2.4, or when TJAG or designee determines that Air Force needs, or unusual individual circumstances, dictate otherwise.

4.4.1. SJAs or designated training supervisors may authorize the use of IDT to support mission needs of other TJAGCR units or offices to meet training objectives, or the use of the "Share the Wealth" program or other volunteer Reserve Personnel Appropriation (RPA) or Military Personnel Appropriation (MPA) man-day programs. This includes

permitting IMAs to train on a limited basis with ANG or USAFR unit legal offices, if a training benefit for the IMA will be realized.

5. Conducting Training.

5.1. Training Philosophy. Air Force judge advocates and paralegals, both on active duty and in the Air Reserve Component, are called upon to provide timely, accurate, and candid advice and assistance on a variety of issues. Training of TJAGCR judge advocates and paralegals should enhance their ability to provide such advice and assistance. To that end, SJAs and others in leadership positions in The Judge Advocate General's Corps should strive to provide TJAGCR judge advocates and paralegals with broad-based training in, and exposure to, the full range of issues handled by Air Force legal offices.

5.2. Installation-level legal offices are normally organized into several functional areas, including military justice and adverse actions, general law, civil law, acquisition law, preventive law and legal assistance, etc.

5.2.1. In planning training assignments, the SJA or designated training supervisor should consider the proficiency level of the TJAGCR member in the particular functional area, the TJAGCR member's need for exposure to all office activities, and the day-to-day needs of the office. When possible, the SJA or designated training supervisor should assign work and training in the area in which the TJAGCR member is least proficient. When possible, the SJA or designated training supervisor ensures that TJAGCR judge advocates and paralegals work in each of the office's functional areas within each three-year period.

5.2.2. SJAs and designated training supervisors are encouraged to use AF Form 1988, Summary of Individual Training (TJAGCR). AF Form 1988 is intended as a convenient means of documenting the planning of specific training assignments for each judge advocate and paralegal scheduled to perform duty in the office.

5.2.2.1. The SJA or designated training supervisor lists the assignments in Section I, "Work Assignments," and then gives the form to the member at the beginning of the training period.

5.2.2.2. At the end of the training period, the member completes Section II, "Work Performed," and returns the form to the training supervisor.

5.2.2.3. The SJA or designated training supervisor then completes Section III, "Evaluation and Comments," providing feedback to the member on the completed work.

5.2.2.4. Once completed, AF Form 1988 should be filed in the member's ARC Participation Folder (see paragraph 6.2).

5.2.3. TJAGCR judge advocates use AF Form 1989, *Air Reserve Component Judge Advocate Training Guideline*, as a general guide to the functions and tasks desired in well-rounded judge advocates. AF Form 1989 is intended as a self-paced training aid. TJAGCR judge advocates should strive to complete as many as possible of the items listed on AF Form 1989 at least once every four years.

5.2.4. TJAGCR paralegals use the Career Field Education and Training Plan as a guide to their continuing professional development. All TJAGCR paralegals train to be fully

qualified in accordance with the Career Field Education and Training Plan, except where TJAG or designee waives or modifies such requirements. TJAGCR paralegals should complete appropriate upgrade training according to schedules set by the Senior Paralegal Manager to TJAG, the AFRC Command Paralegal Manager, or the Air National Guard Paralegal Career Field Functional Manager, as applicable.

5.2.4.1. To document training, TJAGCR paralegals use automated training records, such as Training Business Area or other automated training record systems, as required by the AFRC Command Paralegal Manager or the Air National Guard Paralegal Career Field Functional Manager, as applicable.

6. Tracking Training. To ensure that TJAGCR judge advocates and paralegals have received the training they need, it is imperative to track each individual's training. The following tracking methods will be used:

6.1. ARC Statistical Reporting System (ARC StaRS) is a computerized tool designed to track the workload of ARC judge advocates and paralegals. ARC StaRS compiles information including dates of work performed, types of work performed, and duty location.

6.1.1. All TJAGCR judge advocates and paralegals must use ARC StaRS to report and track all workload, whether training or otherwise, and whether paid or unpaid. Data must include all duties performed during a particular duty period, including but not limited to IDT, UTA, annual tour, special tour, or any other type of duty. Entering narrative comments is encouraged.

6.1.2. TJAGCR judge advocates and paralegals include printouts of ARC StaRS inputs in their ARC Participation Folders (see paragraph 6.2.).

6.2. ARC Participation Folder. Keep an ARC Participation Folder for each TJAGCR judge advocate and paralegal at the office of assignment or attachment. This folder is a binder file folder (six-part), available through local supply channels.

6.2.1. SJAs or designated training supervisors use the information in the ARC Participation Folder to verify a TJAGCR member's professional and personal background data when scheduling training and preparing performance reports.

6.2.2. The ARC Participation Folder contains the items listed in Attachment 2. MAJCOMs and the ANG may supplement the list of required items.

6.2.3. Arrange the contents of the ARC Participation Folder in descending order within each section, as shown in Attachment 2.

6.2.4. Affix a contents label to the front of the ARC Participation Folder, identifying the folder contents by section and listing the forms and documents, as shown in Attachment 2.

Section D—Assignment of Duties and Responsibilities.

7. Mobilization Assistant to TJAG and ANG Assistant to TJAG.

7.1. Develop and implement, on behalf of TJAG, policies and programs for judge advocates and paralegals in their respective components.

7.2. Provide direction and oversight for legal training, force management, force development, and legal operations in support of current and future mission requirements in accordance with Article 6, UCMJ, as well as Air Force JA and other appropriate directives for their respective components.

8. AF/JAR. Coordinates the formulation and development of TJAGCR management policies (including training policies) for TJAG decision.

9. HQ AFRC/JA.

9.1. Schedules, monitors, and tracks attendance of USAFR judge advocates and paralegals at the required courses described in paragraph 2, consistent with the guidance of AF/JAR and available school quotas.

9.2. Ensures that TJAGCR training programs are implemented according to AFPD 51-8, this instruction, and TJAG policy, for TJAGCR personnel assigned to USAFR units.

10. ANG Assistant to the Commandant, Air Force Judge Advocate General's School. Schedules and monitors attendance of ANG judge advocates and paralegals at the required courses described in paragraph 2, consistent with guidance of the ANG Assistant to TJAG, AF/JAR, and available school quotas.

11. Major Command (MAJCOM) SJAs and AFLOA Commander. Ensure that TJAGCR training programs are implemented according to AFPD 51-8, this instruction, and TJAG policy, for TJAGCR judge advocates and paralegals assigned or attached to their commands.

12. Mobilization Assistants (MA) and Senior IMAs to MAJCOM SJAs, ANG Assistants to MAJCOM SJAs, and ANG NAF Liaisons. Actively assist in oversight of the education and training of TJAGCR personnel.

13. Installation-level SJAs, Headquarters AF and AFLOA Directors, Division Chiefs, and Chief Trial and Appellate Judges.

13.1. Implement the training program prescribed by this instruction for assigned or attached TJAGCR judge advocates and paralegals and those members of TJAGCR performing special tours in their offices or units, by ensuring the completion of the following tasks:

13.1.1. Plan training.

13.1.2. Appoint trainers.

13.1.3. Appoint Reserve Coordinators (at offices where IMAs are attached), as described in paragraph 14.

13.1.4. Supervise the performance and documentation of training.

13.1.5. Maintain training records. Periodically review records to ensure that members comply with minimum participation requirements, AFPD 51-8, and this instruction.

13.1.6. Monitor enlisted members' progress toward attainment of required paralegal proficiency.

13.1.7. When a TJAGCR judge advocate or paralegal performs an active duty tour of five days or more at a legal office to which that member is not assigned or attached,

prepare an AF Form 77, Supplemental Evaluation Sheet, covering the tour and send it to the member's performance rater.

13.2. Designated Training Supervisors. Active duty SJAs, directors, division chiefs, and chief judges may appoint experienced active duty judge advocates and paralegals to serve as training supervisors for IMA judge advocates and paralegals, respectively. Designated training supervisors may be delegated responsibilities including those set forth in paragraph 13.1. The appointment of a training supervisor does not relieve the SJA, director, division chief, or chief judge of the responsibilities described in paragraph 13.1.

14. Reserve Coordinators. Active duty SJAs, and Headquarters Air Force and AFLOA directors and division chiefs, designate experienced IMAs assigned to their offices to serve as Reserve Coordinator. The Reserve Coordinator should be an experienced IMA judge advocate or paralegal, but not necessarily the most senior IMA attached to the office.

14.1. Reserve Coordinator Duties. Service as Reserve Coordinator is an additional duty. In general, Reserve Coordinators help manage active duty offices' IMA judge advocate and paralegal training programs. The Reserve Coordinator's specific duties may vary, depending on the particular needs of the office, but generally include the following:

14.1.1. Create and maintain a master schedule of IDT, AT, and ADT for all TJAGCR personnel attached to the office, plus any scheduled duty in the office by other TJAGCR personnel.

14.1.2. Ensure that all duty is scheduled as far in advance as directed by the SJA, and that any changes to the projected duty schedule are submitted to the SJA as early as possible.

14.1.3. Follow up with members who have performed duty, to ensure that appropriate ARC StaRS inputs have been accomplished.

14.1.4. Create and maintain a matrix to track:

14.1.4.1. Timely completion of OPRs and EPRs.

14.1.4.2. Timely completion of Reserve Component Periodic Health Assessments and dental assessments.

14.1.4.3. Timely completion of physical fitness test requirements.

14.1.4.4. Timely completion of required ancillary training.

14.1.4.5. Upgrade training progress of IMA paralegals.

14.1.4.6. Timely consideration (and nomination, where appropriate) of IMAs for awards and decorations.

14.1.4.7. Completion of appropriate levels of developmental education.

14.1.5. Monitor the office's compliance with record-keeping requirements.

14.1.6. Advise attached IMAs on reserve issues and significant events occurring in the active duty office. Regular use of email or web-based updates is encouraged, as is maintenance of an in-office reserve read file.

14.1.7. Mentor TJAGCR judge advocates and paralegals who are new to the IMA program.

14.1.8. Organize continuing legal education seminars, local seminars, and mobilization exercises.

14.1.9. Coordinate with IMAs to ensure they have made timely and accurate inputs of their personal and contact information into the Roster database, and that they have timely certified those inputs.

15. TJAGCR Judge Advocates and Paralegals. TJAGCR judge advocates and paralegals bear ultimate responsibility for ensuring their own compliance with requirements and with managing their Air Force careers. With respect to his or her own training and readiness, each TJAGCR judge advocate and paralegal ensures the following:

15.1. Compliance with the training requirements set forth in this instruction, and with applicable requirements for readiness.

15.2. Timely and accurate input of ARC StaRS data for all duty performed.

15.3. Timely and accurate input of personal and contact information in the Roster database, and timely certification of those inputs.

15.4. Completeness and currency of the ARC Participation Folder.

ROBERT G. KENNY, Major General, USAF
Performing the Duties of The Judge Advocate
General

Attachment 1

GLOSSARY OF REFERENCES, ACRONYMS, AND SUPPORTING INFORMATION

References

AFI 51-802, Assignment to The Judge Advocate General's Corps Reserve, [DATE]
 AFI 36-2254, Volume 2, Reserve Personnel Training, 9 June 2010
 AFPD 51-8, Assignment, Training, and Management of The Judge Advocate General's Corps Reserve (TJAGCR), 19 April 2011
 Air Force General Order No. 49, 13 July 1949
 Forms Prescribed
 AF Form 1988, Summary of Individual Training (TJAGCR).
 AF Form 1989, Air Reserve Component Judge Advocate Training Guideline.

Forms Adopted

AF Form 40a, Record of Individual Inactive Duty Training
 AF Form 77, Supplemental Evaluation Sheet
 AF Form 938, Request and Authorization for Active Duty/Training/Active Duty Tour

Abbreviations and Acronyms

ADT—Active Duty For Training
AF—Air Force
AF/JAR—Air Reserve Component Advisor to The Judge Advocate General
AF/JAY—Senior Paralegal Manager to The Judge Advocate General
AFLOA—Air Force Legal Operations Agency
AFRC—Air Force Reserve Command
ANG—Air National Guard
ARC—Air Reserve Component
ARC StaRS—Air Reserve Component Statistical Reporting System
AT—Annual Tour
BIMAA—Base Individual Mobilization Augmentee Administrator
EAD—Extended Active Duty
ECI—Extension Course Institute
EPR—Enlisted Performance Report
FAQ—Frequently-Asked Question
IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

JA—Judge Advocate

JASOC—Judge Advocate Staff Officer Course

JAX—Professional Development Division

LOS—Law Office Superintendent

MA—Mobilization Assistant

MAJCOM—Major Command

MPA—Military Personnel Appropriation

NAF—Numbered Air Force

OPR—Officer Performance Report

RFPC—Reserve Forces Paralegal Course

RPA—Reserve Personnel Appropriation

SJA—Staff Judge Advocate

TJAG—The Judge Advocate General

TJAGC—The Judge Advocate General’s Corps

TJAGCR—The Judge Advocate General’s Corps Reserve

UCMJ—Uniform Code of Military Justice

USAFR—United States Air Force Reserve

U.S.C.—United States Code

UTAPSWEB—Unit Training Assembly Participation System – Web Version

Terms

The Judge Advocate General’s Corps Reserve (TJAGCR)—The organization comprised of all the paralegals and judge advocates serving in an active status in the Air National Guard and the United States Air Force Reserve, whether as Unit Reservists or as Individual Mobilization Augmentees.

Individual Mobilization Augmentee (IMA)—An individual filling a military billet identified as augmenting the active component structure of the Department of Defense or other departments or agencies of the U.S. Government, which must be filled to support mobilization (including pre- and post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements for fill with individual members of the Selected Reserve.

Attachment 2

ARRANGEMENT OF THE ARC PARTICIPATION FOLDER

Section I:

- A. Printout of current Roster database input
- B. Printout of current Data Verification Brief from Virtual MPF
- C. Record of physical fitness test results

Section II:

- A. AF Form 1989, Air Reserve Component Judge Advocate Training Guideline (judge advocates only)
- B. Most recent annual ANG/USAFR Point Credit Summary

Section III:

- A. Letters of evaluation (AF Form 77, Supplemental Evaluation Sheet)
- B. Correspondence relating to achievements
- C. Citations for awards and decorations

Section IV:

- A. Copies of completed AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour
- B. Copies of completed AF Form 40a, Record of Individual Inactive Duty Training

Section V:

- A. ARC StaRS printouts for duty performed
- B. AF Form 1988, Summary of Individual Training (TJAGCR) (optional but recommended)
- C. Copies of work product

Section VI:

- A. Certifications of compliance with professional standards (see AFI 51-802, para. 27)
- B. Additional items at MAJCOM or local direction

NOTES:

1. Items in Section I should be updated at least every six months.
2. Items in Sections III, IV, and V should be removed and returned to the member when the member's performance report is completed, or when the member has been considered for a military award or decoration, whichever is later.